



Fiscal Year 2012

## Arts Project Grant Guidelines

### DESCRIPTION

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The purpose of arts project grants is to enable organizations and groups, whose primary mission may or may not be arts-based, to develop and provide arts-based projects to the general public. These projects must occur between July 1, 2011 and June 30, 2012.

Examples of arts projects include:

- festivals, exhibitions, concerts or other innovative public presentations that advance the arts in a community or geographic region;

This is a competitive grant. Funding is not based on previous organizational funding levels or projects. No organization is guaranteed funding from one year to the next.

### FUNDING ELIGIBILITY

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#### Who Can Apply?

Organizations

Local Arts Agencies/Municipalities

Correctional/Juvenile Facilities

Social Service Agencies

*\*If previously funded by the Utah Division of Arts & Museums/Utah Arts Council, applicant must have complied with all of the Division's final reporting requirements.*

#### Limitations and Restrictions

- Project grants require a cash or in-kind match.
- Organizations who received local arts agency, nonprofit sustainability or capacity-building grants from the Division of Arts & Museums are not eligible for project grants in the same fiscal year.
- Organizations that receive direct line-item funding from the state legislature for operating expenses are not eligible for funding through the Division of Arts & Museums.
- Funds may not be used for employee or applicant's time or personal gain, paid political advertising, for-profit ventures or fundraising expenses.

#### Division of Arts & Museums Grant Policies

- Late applications are not accepted.
- Paper applications are not accepted.
- All individuals and organizations applying for grants must have a DUNS number. For more information on applying for a DUNS number, click [HERE](#).

### REVIEW CRITERIA

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Applications will be reviewed by a panel of community representatives and Utah Arts Council board members. The panel will evaluate each application based on the following criteria:

- Completeness of the application and inclusion of any necessary supplemental materials
- Compliance with ADA and Section 504 Accessibility Requirements (accommodations for people with disabilities)

#### **Artistic Merit:**

- Artistic merit and/or artistic innovation of the project as evidenced in the application narrative and supplemental materials
- Evidence of clear evaluation methods that indicate programming effectiveness

#### **Community Involvement:**

- Community outreach and access by the general public
- Evidence of community support as demonstrated by partnerships, or in-kind donations

#### **Sound Management Practices:**

- Clear project budget, plan and timeline
- Appropriate planning for reaching the people for whom the project was intended (marketing and use of NowPlayingUtah.com, etc.)

## **APPLICATION PROCESS**

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### **Initial Approach**

NEW applicants are encouraged to contact [Katie Woslager](#) at 801.236.7550 to discuss your proposal and to ensure your organization qualifies for funding under this grant category.

### **Deadline**

A complete grant, with all attachments, must be submitted online by **September 15, 2011** or **March 15, 2012** at **5 p.m. (See chart below)**

### **Request Amount**

\$500 to \$2,000

### **Online Submission Process**

1. In order to apply for a Utah Division of Arts & Museums grant, you must be registered in the online grants system. To register, visit [dccgrants.org](#) and click on “register as new user” and fill out all fields that pertain to you and your educational organization. PLEASE USE Proper Case, no ALL UPPER CASE, and no all lower case and avoid using any symbols like #”/! etc.
2. You will receive an email that may confirm your registration and it will have a link to our online grants management system. BOOKMARK this page so you can easily find it again. SAVE the email in your Saved Messages folder. The website is easy to remember: [dccgrants.org](#).
3. After logging in, read the instructions regarding system requirements (for example your browser needs Flash version 10 or higher).
4. You can navigate to the Online Grants by clicking on the “Grants, RFQs Applications” menu item on the Navigation Bar.

5. Highlight the grant opportunity available in the Available Opportunities section of the page, and either click the View Opportunity Details button for more information about the grant opportunity, or click the Apply for Selected Opportunity button to create the application for this opportunity.
6. Once the application has been created, double-click on the application under My Applications section, and begin entering your information. You may save and return to the application as many times as you need be before the DEADLINE. After the DEADLINE, you will no longer be able to work on the application.
7. Once you press the SUBMIT button, the application is locked and you will no longer be able to view or edit your application. To unlock the application please call the grants administrator.

### Grant Funding Process

<b>FOR DEADLINES:</b>	<b>September 15, 2011</b>	<b>March 15, 2012</b>
<b>Guidelines Available</b> Application guidelines are available on the <a href="#">Division of Arts &amp; Museums website</a> .	August 2011	August 2011
<b>Online Applications Available</b> Applicants can access and begin filling out online application.	August 8, 2011	February 1, 2011
<b>Application Due</b> All applicants must submit a final application using the online grants management system by the October deadline. Acknowledgement that the application has been successfully received will be sent by email.	September 15, 201a	March 15, 2011
<b>Staff Review</b> Staff reviews online applications for completeness and eligibility, and may contact an applicant for clarification and additional information.	September/October 2011	March/April 2010
<b>Panel Review</b> Panel meets to review and score in accordance with evaluation criteria in the guidelines.	October 2011	April 2011
<b>Board Approval/Notification/Contracts</b> Upon Board approval, applicants are notified and a letter is sent to applicants not recommended for funding. Contracts are prepared and emailed to successful applicants. Both the Division and applicants must sign the contract before reimbursements can be made. A payment schedule will be attached to the contract. All grant awards are subject to the availability of state funding. All grant payments must be issued by May 31.	November 2011	April 2011
<b>Evaluation</b> Organizations must submit an evaluation form to be eligible for future funding.	TBD	TBD

## GRANT PREPARATION

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Below is a list of information to prepare and questions you will need to answer to complete your online grant submission:

- Background information on organization
- Description and purpose of the project
- Provide evidence of support for the project
- Explanation about your fundraising strategies
- Project budget
- Explanation about promotion of the project and whether activities are listed on NowPlayingUtah.com
- Contact information
- Congressional and Utah Legislature leaders in your area

## SUPPLEMENTAL MATERIALS

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### Financial Worksheet

Please fill out the **Art Project Budget Worksheet** available as part of the online application.

### Other Materials

- Upload a PDF copy of 501(c)(3) IRS Determination Letter (*if applicable*)

**Utah Division of Arts and Museums  
FY12 Arts Project Budget**

**Organization Name:**

*Information in the Summary Budget will be automatically filled in from the worksheets below.*

**Arts Project Summary Budget**

<b>Income</b>		
Earned Revenue	\$ -	<i>Lines 1-4 from Income Worksheet</i>
Support Income		
Public	\$ -	<i>Line 5 from Income Worksheet</i>
Private	\$ -	<i>Lines 6-8 from Income Worksheet</i>
In-Kind Contributions	\$ -	<i>Lines 9-14 from Income Worksheet</i>
Other Income	\$ -	<i>Line 15 from Income Worksheet</i>
<b>Total Income</b>	<b>\$ -</b>	<i>Line 16 from Income Worksheet</i>

  

<b>Expenses</b>		
Personnel		
Salary & Benefits	\$ -	<i>Line 17 from Expense Worksheet</i>
Contractors	\$ -	<i>Line 18 from Expense Worksheet</i>
Venues & Rentals	\$ -	<i>Lines 19-25 from Expense Worksheet</i>
Program	\$ -	<i>Lines 26-31 from Expense Worksheet</i>
Marketing & Publicity	\$ -	<i>Lines 32-34 from Expense Worksheet</i>
Catering & Meals	\$ -	<i>Lines 35-38 from Expense Worksheet</i>
Travel	\$ -	<i>Lines 39-41 from Expense Worksheet</i>
Awards	\$ -	<i>Lines 42-43 from Expense Worksheet</i>
Indirect Costs	\$ -	<i>Lines 44-47 from Expense Worksheet</i>
In-Kind Expenses	\$ -	<i>Lines 48-53 from Expense Worksheet</i>
Other Expenses	\$ -	<i>Lines 54-59 from Expense Worksheet</i>
<b>Total Expenses</b>	<b>\$ -</b>	<i>Line 60 from Expense Worksheet</i>

**Utah Division of Arts and Museums  
FY12 Arts Project Budget**

**INCOME WORKSHEET**

Earned Revenue			
1	Admissions		
2	Merchandise Sales		
3	Exhibitor/Vendor Fees		
4	Other Earned Revenue <i>(explanation required)</i>		

Support Income			
5	Public Sources Government Sources		
6	Private Sources Individual Contributions		
7	Foundation Grants		
8	Corporate Support/Sponsorships		

In-Kind Contributions		Value of Gift	Contributor
9	<i>(description)</i>		
10	<i>(description)</i>		
11	<i>(description)</i>		
12	<i>(description)</i>		
13	<i>(description)</i>		
14	<i>(description)</i>		

Other Income			
15	Miscellaneous Income <i>(explanation required)</i>		

16	<b>Total Income</b>	\$ -	
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**EXPENSE WORKSHEET**

Personnel			
17	Salary & Benefits		
18	Contractor Fees		

Venues & Rentals			
19	Venue Fees		
20	Audio/Visual		
21	Equipment		
22	Tables & Chairs		
23	Lighting		
24	Other <i>(specify)</i>		
25	Other <i>(specify)</i>		

Program			
26	Performers		
27	Speakers/Presenters		
28	Supplies		
29	Permits & Licenses		
30	Other <i>(specify)</i>		
31	Other <i>(specify)</i>		

Marketing & Publicity			
32	Advertising		
33	Photocopying/Printing		
34	Postage		

Catering & Meals			
35	Food		
36	Beverages		
37	Lines		
38	Staff & Gratuities		

**Utah Division of Arts and Museums  
FY12 Arts Project Budget**

Travel				
39	Transportation			
40	Lodging			
41	Other <i>(specify)</i>			

Awards & Recognition				
42	Awards			
43	Honoraria			

Indirect Costs				
44	Telephone & Internet			
45	Operations & Facilities			
46	Insurance			
47	Office Supplies			

In-Kind Expenses		Value of Gift	Explanation
48	<i>(description)</i>		
49	<i>(description)</i>		
50	<i>(description)</i>		
51	<i>(description)</i>		
52	<i>(description)</i>		
53	<i>(description)</i>		

Other				
54	<i>(specify)</i>			
55	<i>(specify)</i>			
56	<i>(specify)</i>			
57	<i>(specify)</i>			
58	<i>(specify)</i>			
59	<i>(specify)</i>			

60	<b>Total Expenses</b>		\$ -	
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**INCOME**

Report all earned revenue and support income for your organization which will support the project.

**EXPENSES**

Report all operating expenses for the project.

**IN-KIND**

Report all in-kind goods and/or services for the project in both the income and expense sections of the budget. Volunteer hours are calculated at \$10 per hour, unless the volunteer is donating services which she/he provides a part of her/his profession, in which case time is calculated at that person's professional rate. Please give a detailed explanation.